

REQUEST FOR PROPOSALS
NEW YORK STATE DEPARTMENT OF TRANSPORTATION (on behalf of the)
NEW YORK METROPOLITAN TRANSPORTATION COUNCIL
RFP #PSA5: ‘CONSULTANT PLANNING SERVICE AGREEMENT for NYMTC’
RFP Release Date: December 6, 2021

RFP MODIFICATION No. 2 SUMMARY

January 26, 2022

Reference is made to the subject solicitation wherein the amendments and changes detailed below are hereby officially added and made to NYMTC/NYS DOT Request for Proposals (RFP) #PSA5 via the incorporation of RFP Modification #2. For proposals to be deemed responsive, the RFP has a mandatory requirement that all RFP modifications must be acknowledged by completion and submission of RFP Attachment 3 ‘Form OAR’.

NYMTC/NYS DOT is releasing answers to questions received during the RFP’s second question and answer time period. Please reference released document labelled: ‘RFP #PSA5 Question and Answer Pairs Round Two’.

RFP Main Body: The main body of the RFP is being re-released in its entirety to incorporate and depict the following revisions (made in MS Word ‘track changes’). Please note that the RFP’s page numbering has been revised due to the addition of the revised information into the RFP. Therefore, the RFP’s Table of Contents has been updated; page 6):

1. “RFP Modification #2 identifier has been added. (page 1)
2. “Consultant Cost Proposal Submission Checklist” has been further clarified. (page 3)
3. “Consultant Administrative Proposal Checklist” has been further clarified. (page 5)
4. RFP Section 3.2 ‘Contract Objectives’ now states that “...each awarded Lot shall have an anticipated five-year Maximum Amount Payable, subject to NYMTC’s discretion,...” (page 12 – 13)
5. RFP Section 5.3 ‘Part II: Cost Proposal’: Cost proposal submission requirements have been further clarified. (page 18)
6. RFP Section 5.5. ‘Proposal Submission’: “Costing Proposal” has been replaced with “Cost Proposal”. (page 20)
7. RFP Section 5.5. ‘Proposal Submission’: “Administrative Submission” has been replaced with “Administrative Proposal”. (page 20)
8. RFP Section 6.2. ‘Proposal Evaluation’: “Costing Proposal” has been replaced with “Cost Proposal”. (page 21)
9. RFP Section 7.5 ‘Inquiries and Information’: deleted reference to “Section 7.6”. (page 31)
10. RFP Attachment 10: Firm Experience: the continuous operation requirement has been reduced to “for at least the past three (3) years” from “for at least the past five (5) years”. (page 99)

11. RFP Attachment 12: Key Personnel Experience now presents the “Staff Reference Check Evaluation Criteria” as a list. (page 106)

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NEW YORK METROPOLITAN TRANSPORTATION COUNCIL
RFP #PSA5: ‘CONSULTANT PLANNING SERVICE AGREEMENT for NYMTC’
RFP Release Date: December 6, 2021

RFP MODIFICATION No. 1 SUMMARY

January 11, 2022

Reference is made to the subject solicitation wherein the amendments and changes detailed below are hereby officially added and made to NYMTC/NYS DOT Request for Proposals (RFP) #PSA5 via the incorporation of RFP Modification #1. For proposals to be deemed responsive, the RFP has a mandatory requirement that all RFP modifications must be acknowledged by completion and submission of RFP Attachment 3 ‘Form OAR’.

NYSDOT is releasing answers to questions received during the RFP’s question and answer time period. Please reference released document labelled: ‘RFP #PSA5 Question and Answer Pairs Round One’. Please note that a second Q&A round will be opened, that a possible second RFP modification may be released, and that the proposal due date has been moved out to February 14, 2022.

RFP Schedule: Has been revised per RFP Modification #1, which is as follows:

NYS Contract Reporter Announcement:	Wednesday, December 1, 2021
<u>RFP Release Date:</u>	Monday, December 6, 2021
Pre-Proposal Webinar:	Wednesday, December 15, 2021 at 2 PM Eastern Standard Time (EST)
Question Submittal Due:	Wednesday, December 29, 2021
Answers Due/RFP Mod #1 Due:	Tuesday, January 11, 2022
Second Round Questions Due	Tuesday, January 18, 2022
Second Round Answers Due/RFP Mod #2 Due:	Tuesday, January 25, 2022
Proposals Due:	Monday, February 14, 2022 at 2 PM (EST)
Proposal Evaluation:	Tuesday, February 15, 2022
Recommendation & Designation:	Tuesday, March 15, 2022
Final Contract:	Early May-2022
Contract Award:	Late May-2022
Estimated Notice to Proceed:	July-2022

RFP Main Body: The main body of the RFP is being re-released in its entirety to incorporate and depict the following revisions (made in MS Word ‘track changes’). Please note that the RFP’s page numbering has been revised due to the addition of the revised information into the RFP. Therefore, the RFP’s Table of Contents has been updated; page 6):

1. “RFP Release Date:” has been added prior to the RFP’s release date. (page 1)
2. RFP Modification #1 identifier has been added. (page 1)
3. The RFP schedule has been revised per the above revised schedule. (page 1)
4. RFP Section 3.1 ‘Project Objectives’: Clarified that all replacement personnel, *including additional subconsultants added after contract award*, shall have comparable or higher technical quality at the same or lower cost and shall be subject to NYMTC/NYS DOT approval. (page 12)
5. RFP Section 3.2 ‘Contract Objectives: The estimated start date has been revised per the above revised schedule. (page 13)
6. RFP Section 5.1 ‘General’: The proposal due date has been revised per the above revised schedule. (page 15)
7. RFP Section 5.1 ‘General’: The following statement has been added to this section: “Complete proposals must be separately submitted for each Lot. Submitting more than one Lot in a single proposal submission could be grounds for dismissal.” (page 15)
8. RFP Section 5.3 ‘Part II: Cost Proposal’: Clarified that direct non-salary costs are not to be included in proposal submissions. (page 18)
9. RFP Section 5.5 ‘Proposal Submission’: The proposal submission section has been clarified. (page 20)
10. RFP Section 6.1 ‘Pre-Screening of Proposals’: The “pre-screening” process is now only presented once. (page 21)
11. RFP Section 6.1 ‘Pre-Screening of Proposals’: The proposal due date has been revised per the above revised schedule. (page 21)
12. RFP Section 6.2 ‘Proposal Evaluation’: The Administrative Proposal evaluation process has been further clarified. (page 22)
13. RFP Section 7.5 ‘Inquiries and Information’ the RFP schedule has been revised per the above revised schedule. (page 31)
14. RFP Attachment 12: Key Personnel Experience: This attachment has been modified to clarify that this form shall be filled out for each proposed Key Personnel including the Consultant Project Manager. (Page 108)
15. RFP Attachment 14: Compendium of Lots: Added the following statement: “All consultant personnel assigned to a PSA5 assignment shall be required to sign a non-disclosure agreement. Consultant personnel performing support services at a location other than NYMTC’s offices, that are granted access to the State network, will be required to comply with any and all NYSDOT / New York State Office of Information Services policies and procedures related to such an arrangement.” (page 111)

16. RFP Attachment 14: Compendium of Lots: The statement “At a minimum, key personnel shall be offered for the following job categories for this Lot:” has been revised to “Key personnel shall be offered for the following job categories for this Lot:” within the Resource Requirement section of each of the RFP’s Lot descriptions. (page 112, page 114, page 117, page 120, page 123, page 127)
17. RFP Attachment 14: Compendium of Lots: ‘Lot 2 – Data Collection, Monitoring and Analysis’: This Lot’s resource requirements have been clarified to state that it is anticipated that the work (hours) related to Lot 2 shall be performed at the Consultant’s offices. (Page 114)

RFP Attachment 13: Cost Proposal (The below modifications apply to each Lot’s Cost Proposal).

1. RFP Modification #1 identifier has been added.
2. “RFP Release Date:” has been added prior to the RFP’s release date.
3. The Cost Proposal has been modified such that proposers shall only offer fully loaded not-to-exceed home office and field office billing rates without breaking out the direct labor cost, overhead rates, and fee that comprise the fully loaded billing rates.
4. The following statements have been added to the instructions:

“9. The offered not-to-exceed billing rates shall apply to all consultants and subconsultants, including any subconsultants added after contract award, participating in the performance of the scope of service for this Lot.”

“10. The annual level of effort indicated in this cost proposal is for cost evaluation purposes only. The actual annual level of effort for Task Assignments under a PSA5 agreement for this Lot, by Job Category and Level, will be determined through negotiated Task Assignment Requests.”

No other provision of the solicitation is otherwise changed or modified.

Please direct all questions in writing via e-mail to:

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Thank you.